

The **Executive Office** is comprised of the Administrative Director, the Senior Attorney, attorneys, and administrative staff. Through the Administrative Director, the Executive Office is responsible for leading and coordinating the operations of each of the Divisions of the Administrative Office and serves as a central resource for myriad issues which impact the administration of the judicial branch. The Executive Office plans and directs Administrative Office staff support for the Supreme Court, Supreme Court Committees, and the Committees of the Illinois Judicial Conference. One of the duties performed for the Supreme Court is the preparation of an administrative agenda for presentation during each of the Court's terms. The Administrative Director, in collaboration with the Chief Justice and the Office staff, prepares the agenda, distributes the materials to the Court, and presents the agenda issues to the Court for its consideration and determination. Agenda items approved by the Court for action are then implemented by the Director through the Executive Office. Executive Office staff also assists the Director in the administration of certain Supreme Court Rules. Pursuant to Supreme Court Rule 39, Executive Office staff conducts the election process for the appointment and reappointment of all associate judges as provided for under the rule. In 2002, this has included the initial preparation for the 2003 Quadrennial application and reappointment process. The Executive Office also processes applications filed under Supreme Court Rule 295, which concerns the assignment of associate judges to felony jurisdiction. Additionally, applications for licenses issued to those law students seeking to provide limited legal representation under Supreme Court Rule 711 are processed through the Executive Office. Other matters which fall within the scope of the Executive Office include securing and tracking legal representation through the Office of the Attorney General for members of the judicial branch named in a case or controversy arising out of the performance of their official duties. Executive Office staff also negotiate, prepare, and manage office leases and contracts for the Supreme and Appellate Courts, mandatory arbitration programs, and the Administrative Office. All vendor contracts generated by the Administrative Office for use in contracting for goods and services are also reviewed and approved by the Executive Office. The Executive Office produces written summaries of recent Supreme Court opinions which are distributed to every judge in the state. Finally, the Executive Office provides secretariat services to the Illinois Courts Commission, including filing and preservation of the Commission records, distributing the Official Illinois Courts Commission Reports, and performing all other duties typically executed by a clerk of a court of record.



The **Administrative Services Division** consists of four units that provide technical and support services to the judicial branch: Budget, Vouchering, Payroll, and Human Resources. The Budget Unit works closely with the Director of the Administrative Office to develop the judicial branch budget, as well as to provide daily accounting of expenditures and projected operating costs. This unit also provides procurement and inventory control, maintains contracts and leases, and carries out all other fiscal reporting requirements. Ad hoc reports are generated concerning these and related services for the Director and Supreme, Appellate, and Circuit Courts and their support units. The Vouchering Unit processes all payment vouchers for the Supreme Court, the Appellate Court, the state-paid functions of the Circuit Courts, and the Administrative Office. At the conclusion of the most recent fiscal year, the Administrative Services Division processed approximately 44,600 payment vouchers for the judicial branch. The Vouchering Unit also maintains all accounting records for the expenditure of resources appropriated by the General Assembly. The Payroll Unit maintains all payroll records for current state-paid judicial branch employees and limited records of previous employees. The unit works with the Office of the Comptroller in processing the payroll for over

2,200 current judicial branch employees. The Human Resources Unit provides personnel services to the judicial branch employees by coordinating employee benefit programs with the Department of Central Management Services. These benefits include health, dental and life insurance, as well as workers' compensation. The Human Resources Unit also works with judicial branch employees and managers in administering the judicial branch classification and compensation plan and the sick and vacation leave benefits.

The **Court Services Division** is involved in a wide range of activities and projects affecting judges, circuit clerks, court reporters, and the judicial branch of government. Ongoing responsibilities include staffing the Supreme Court, Judicial Conference and Conference of Chief Judges Committees; production of the *Judicial Conference Report*; and production of this annual report. The division also provides ongoing legislative support services to the Supreme Court, and prepares summaries of pending and enacted legislation for the chief circuit judges and circuit clerks. Division staff serve as supreme court liaison for court-annexed mandatory arbitration programs and mediation programs. During 2002, division labor relations attorneys represented judicial employers in collective bargaining in approximately 40 counties. The Court Services Division assigned staff to serve as liaison to the newly established special Supreme Court Committee on Professionalism. The Committee on Professionalism is charged with providing recommendations to the Supreme Court on ways to promote respectful conduct, as the norm, within the legal profession. Also during 2002, the application process was underway for the Capital Litigation Trial Bar applicants. Eight projects aimed at improving the handling of juvenile abuse and neglect cases were selected for funding with FFY2001 Court Improvement Program (CIP) grant funds, and mid-year the Judicial Performance Evaluation Program was temporarily suspended by the Supreme Court. At the end of 2002, the program, which remains voluntary, was reinstated on a smaller scale. Areas of service to circuit clerks include guidance and technical support to the circuit clerks and their staff. During the year, relevant changes were made to the *Manual on Fines and Fees* and the *Manual on Recordkeeping*. The Automated Disposition Reporting Program was expanded to its present level of 74 counties. The division also supplied merged jury lists, petit juror handbooks and grand jury handbooks to the counties requesting them. Court Reporting Services staff expanded efforts to improve management of court reporting resources with the development of a supervisor training program at the northern session of the annual Court Reporting Services Seminars. In addition, two court reporting supervisor meetings were held in Chicago and Springfield. All new court reporting services employees are hired in the Court

ADMINISTRATIVE OFFICE DIRECTORY

CHICAGO

EXECUTIVE OFFICE

Cynthia Y. Cobbs, Director
Marcia M. Meis, Senior Attorney
Michael Tardy, Executive Assistant

JUDICIAL EDUCATION

Patricia A. Rink, Assistant Director

CHICAGO OFFICE FOR COURT SERVICES, JMIS and PROBATION SERVICES

222 North LaSalle Street, 13th Floor
Chicago, IL 60601
(312) 793-3250
FAX (312) 793-1335

SPRINGFIELD

EXECUTIVE OFFICE

Cynthia Y. Cobbs, Director

COURT SERVICES

Douglas D. Bowie, Assistant Director

JUDICIAL MANAGEMENT INFORMATION SERVICES

Skip Robertson, Assistant Director

840 South Spring Street
Springfield, IL 62704-2618
(217) 785-2125
FAX (217) 785-3793

ADMINISTRATIVE SERVICES

Kathleen L. Gazda, Assistant Director

900 South Spring Street
Springfield, IL 62704-2725
(217) 782-7770
FAX (217) 785-9114
TDD (217) 524-6428

PROBATION SERVICES

James R. Grundel, Assistant Director

816 South College Street
Springfield, IL 62704-2608
(217) 785-0413

Reporting Specialist classification. Also, current court reporting services employees have been given the option to reclassify into this title. Court Reporting Specialist positions are based on proficiency level. Court Reporting Services offers computer proficiency and realtime proficiency exams, and to assist in exam preparation, a realtime library has been established for reporters to check out various publications. New digital systems were installed and began operating in Bureau, Monroe, Adams, Macon, Vermilion, Will, Rock Island and St. Clair Counties. These additions increased the number of courtrooms in Illinois with electronic recording to 155. Another 29 counties have submitted requests for the installation of digital recordation systems. The expansion of digital recording continues to bring the Court closer to its goal of providing a record in every courtroom. The division also continued to facilitate the circuit court's needs for court interpreters. Finally, the division assisted the Director in monitoring the progress of the repair and renovation of state owned facilities used by the judicial branch. These facilities included the Supreme Court Building in Springfield, the three courthouses of the Second, Third and Fifth Appellate Districts, and the recently renovated Fourth Appellate courthouse (formerly known as the Waterways Building) located in the Capitol Complex.



The **Judicial Education Division** seeks to ensure that Illinois judges have access to ongoing judicial education resources through its administrative oversight of continuing education programs for new and experienced judges. To do so, the division staffs the Committee on Education of the Illinois Judicial Conference which, with Supreme Court approval, selects judicial faculty and topics for regional and mini (one-day) seminars for judges. In 2001-2002, eight such seminars were held across the state. Similarly, the division provides administrative and staffing support for a week-long New Judge Seminar held each year in Chicago as well as the annual faculty development workshop which enables judges to hone their teaching skills. In addition, the division assisted in planning and conducting the two presentations of Education Conference 2002, which was attended by all Illinois Judges, in February and March. Education Conference 2002 consisted of 21 different topics presented by 59 faculty and guest speakers. Judges attended a plenary session on ethics and were offered two additional, concurrent ethics sessions, three half-day sessions as well as topic tracks in evidence, criminal law, civil law, family law, general interest and an early bird session.

In addition to its oversight of judicial education conferences, the division staffs the Judicial Mentor Committee which is responsible for administering the New Judge Mentoring Program. Staff assisted in producing a new training video and updated the Mentor Manual for prospective mentor judges. Lastly, the division operates the Resource Lending Library which offers judges - through both loans and through contributions to their personal judicial libraries - a variety of resources on legal and judicial topics. These resources include videotapes, audiotapes, CD-ROMs, bench books from past seminars, and other publications of interest to Illinois judges.



The **Judicial Management Information Services Division (JMIS)** provides technology to the offices and staff of the Illinois Supreme and Appellate Courts, the Supreme Court supporting units, and all

divisions within the Administrative Office of the Illinois Courts. JMIS implements technology at the direction of the Administrative Office Director and Supreme Court with the primary objective of improving the procedures and efficiencies of court operations. JMIS responds to the needs of the judicial branch for application development and information processing by analyzing processes, designing applications, or procuring technology that leverages existing investments with an overall goal of improving organizational benefits to office procedures.

Technology initiatives projected during 2003 include the continued installation of digital recording systems. To date, there are 155 circuit court courtrooms equipped with central control or stand alone digital recording capabilities. An electronic filing pilot project is expected to proceed as well as continued review of the Court's public access to court data policy. Work is expected to continue on the Integrated Justice project coordinated by the Illinois Criminal Justice Information Authority to develop and maintain information and communications systems for law enforcement and public safety agencies in Illinois. Finally JMIS plans to leverage the Internet and Internet technologies to improve information exchange. The Illinois Court's web site (www.state.il.us/court) will continually be improved to provide information to the legal and educational communities as well as the general public.



The Probation Services Division provides services to chief judges and their probation staffs in all circuits. The Probation and Probation Officer Act, at 730 ILCS 100/15(1), states: "The Supreme Court of Illinois may establish a Division of Probation Services whose purpose shall be the development, establishment, promulgation, and enforcement of uniform standards for probation services in this State, and to otherwise carry out the intent of this Act." Consistent with its statutory responsibility, the mission of the Probation Division is to improve the quality, effectiveness, and professionalism of probation services in Illinois. In carrying out this mission, the Division's monitoring, standard-setting, and technical assistance activities extend to all aspects of the administration and operation of Illinois probation and court services departments. These activities include the administration of state reimbursement to counties for probation services, review and approval of annual probation plans submitted by each department, collection and analysis of statewide probation data, administration of probation employment and compensation standards, development and implementation of effective correctional intervention strategies for offenders on probation, monitoring and evaluation of probation programs and operations, administration of the interstate compact for probationers transferring into or out of the state, design and delivery of basic and advanced training for probation personnel, and provision of technical assistance and staff support to circuit courts to improve the administration and operation of probation services in Illinois. A priority for the Division in 2002 was intensification of its efforts to implement evidenced-based assessment and intervention models to promote more successful case outcomes. These improved probation practices are aimed at enhancing public safety by reducing the risk of re-offending for offenders sentenced to probation.